Welcome to the Nevada Secretary of State, Ross Miller



Web User Guide

Certificate of Good Standing

Filing Initial/Annual List online

Name Reservation

Update Account Information and password

UCC Filings

Verify Certificate of Good Standing

WE DO NOT MAIL CORRESPONDENCE, YOU ARE RESPONSIBLE FOR YOUR DOWNLOAD!

If you have any questions or concerns please contact our office at (775) 684-5708

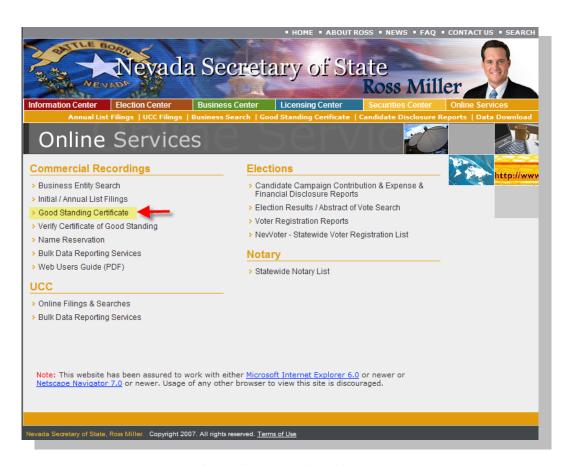
Mailing address: 202 No. Carson Street Carson City, NV 89701

To view contact information for all divisions please click on the link below. http://www.secretaryofstate.biz/information/contact/

Certificate of Good Standing



Select the **Online Services** link.



Select Good Standing Certificate.



Login, using your email address and the password you created.

If you need to create an account select "Create Account"

Note: First time users must create an account.



After logging in successfully, click Next to search for a business entity

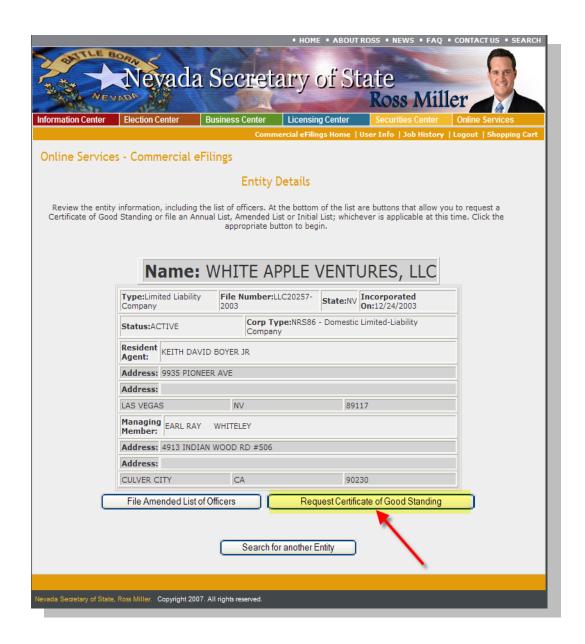


Once you get to the "**Find Entity**" screen, you can search for the corporation/entity by entering the name into the text box and clicking on the "**Search**" button (see image above). This will take you to a screen that will list out all the corporations matching your search criteria.

It is important to note that you need to put in a minimum of three characters when searching for an entity. Try to put in the name of the entity as close to the actual name as possible. If you cannot find the correct entity this way you can put in the first portion of the name. For example: you're looking for Ford Motor Company, but cannot locate it. Try putting in just Ford Motor.



Choose the corporation/Entity desired.



The resident agent's name and address is displayed as well as all of the officer's names and addresses (officers will only exist if the entity has filed their initial list).

Select Request Certificate of Good Standing.

(Note: this button is only present if entity is in Active status)



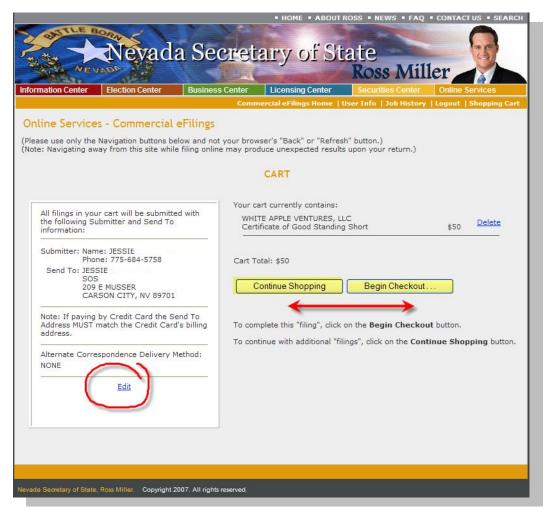
Select **Next** to request a Certificate of Good Standing.



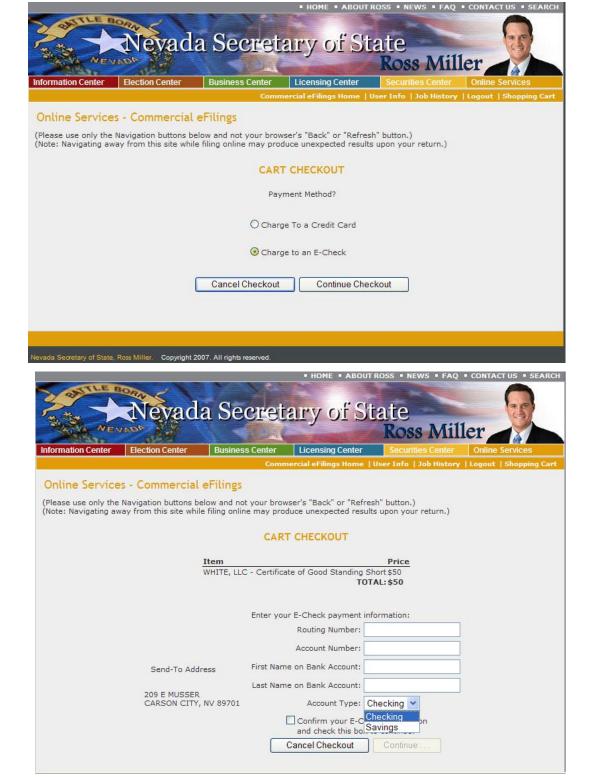
Select the style of Certificate you would like to print, and Click **Next.**



Verify the information provided on this page, if the correct information is displayed select **Add to Shopping Cart**



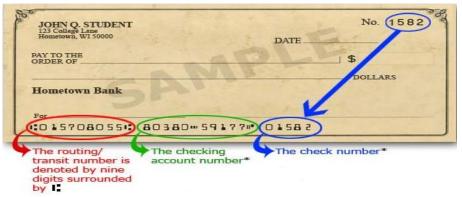
Select **Begin Checkout, or Continue Shopping,** you may edit you Submitter information at this point by selecting Edit (Circled in Red)



If you selected the E-Check payment method

Enter your Account number, Routing number, First name, Last name, and choose the Account Type.

Then Select "Continue"



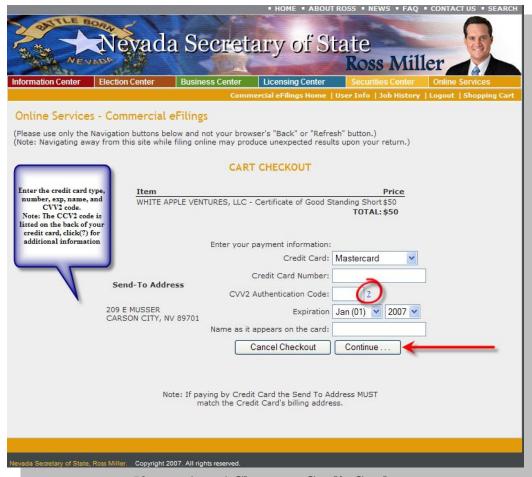




If you selected the Trust Account payment method

If the amount is correct, click the **Complete Checkout** button; if not, click the **Cancel Checkout** button to return to the Shopping Cart page. The trust account information is then verified. If the trust account is on hold a message is displayed to the user and the payment is not accepted. Otherwise, the Checkout Successful page is displayed.

If forced-review mode is off, this page displays the status of the filing submission, the job number assigned to the filing, the total payment, correspondence availability via the Job History, and any alternate delivery methods (e.g. U.S. Postal Mail, Hold for Pick Up). If forced-review mode is on, this page displays a message stating that a filing officer is required to complete the process. This page can be printed as a receipt if desired.

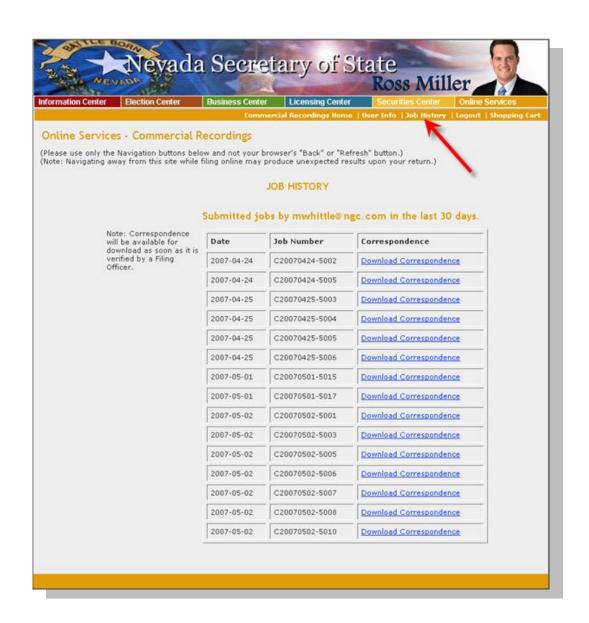


If you selected Charge to Credit Card.

Select the radio button for the desired payment method and click the **Continue Checkout** button (or **Cancel Checkout** to return to the Shopping Cart). If trust account is selected you may optionally enter the **Name of person submitting filing**, **City of origin of filing** and/or a **Reference Number**. The optional fields are used by the Accounting application to be displayed on the customer's combined invoice. Clicking on **Continue Checkout** displays the Trust Account Payment Verification page.

Verify the amount is correct, and enter the credit card information. Select *Continue* to complete checkout





You may select to view your Job History

Filing an Initial / Annual List online

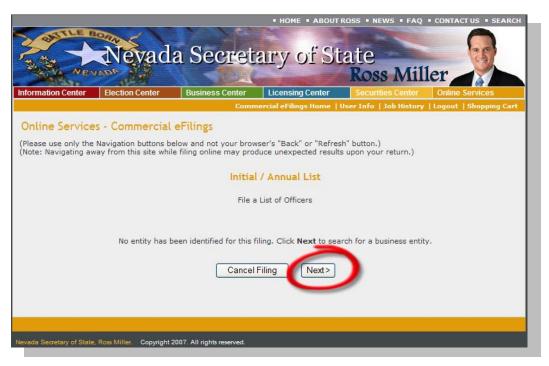
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Select the **Online Services** link.



Select Annual List Filings



Click **Next** to search for a business entity

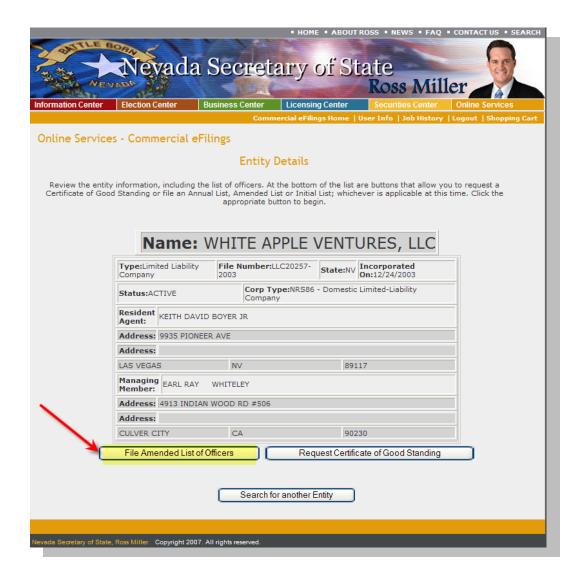


Once you get to the "**Find Entity**" screen, you can search for the corporation/entity by entering the name into the text box and clicking on the "**Search**" button (see image above). This will take you to a screen that will list out all the corporations matching your search criteria.

It is important to note that you need to put in a minimum of three characters when searching for an entity. Try to put in the name of the entity as close to the actual name as possible. If you cannot find the correct entity this way you can put in the first portion of the name. For example: you're looking for Ford Motor Company, but cannot locate it. Try putting in just Ford Motor



Choose the corporation/Entity desired.



Select File Amended List of Officers to file a list.



Entity Details on the Nevada SOS Corporate Information Page. Select **File Amended List of Officers** (Note: this button title changes to Initial, Amended, or Annual based on the entity)

The resident agent's name and address is displayed as well as all of the officer's names and addresses (officers will only exist if the entity has filed their initial list).

The label on the **File Initial List of Officers** (or Annual/Amended) button changes based on which list (Initial, Annual, or Amended) the entity can file. The following rules are used by the application to make this determination. If the entity does not fall within any of these guidelines, no button will exist.

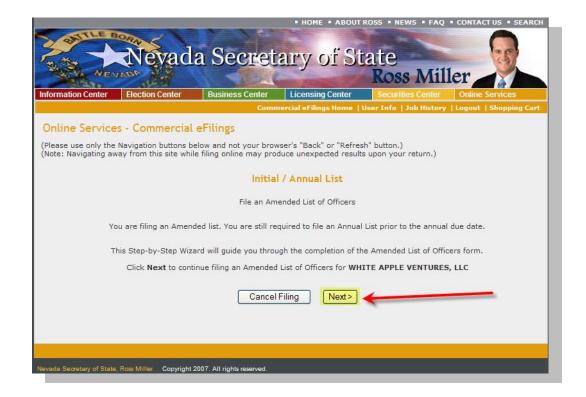
Initial List: An Initial List can only be filed on entities in "Active" or "Default" status and must be filed by the last day of the month after their month of incorporation. For example, if February 14, 2004 is the incorporation date, the Initial List is due by March 31, 2004. An entity will go into "Default" status if the Initial List is not filed by the due date, in which case they will be charged a late fee when they submit their Initial List from the web.

Annual List: Only entities with an "Active" or "Default" status and within 90 days of their Annual List Due Date will be allowed to file an Annual List. The Annual List Due Date is the last day of the month of the anniversary of the entity's date of incorporation. An entity must file an Annual List every year to remain "Active". For example, if June 6, 2003 is the incorporation date, the first Annual List is due by June 30, 2004. All future Annual Lists are due by June 30 of that year. An entity will go into "Default" status if their Annual List is not filed by the due date, in which case they will be charged a late fee when they submit their Annual List from the web.

Amended List: Entities in "Active" or "Default" status can file an Amended List (using the Annual List form) to change their officer information in the time period after they have filed their Initial List and up to 90 days prior to their Annual List due date. The Amended List does not take the place of filing an Annual List. The entity must still file their Annual List on a yearly basis on the anniversary of their date of incorporation.

NOTE: The **RA Change Info** button is available to the user if they want access to the form used to update an entity's resident agent information. They are taken to the current read-only RA Change form that they must print and mail to the SOS office. Resident agent changes cannot be submitted online. A message is displayed that the RA Change form cannot be submitted online and it must be mailed, faxed, or otherwise delivered.

<u>To file a list</u>, the user selects the **File Initial List of Officers** (or Annual/Amended) button and they are directed to the corresponding wizard.



Initial List Wizard

The Initial List Wizard steps through the process of filling out and submitting an Initial List. After the user has selected the **File Initial List of Officers** button on the Corporate Information page. It is the starting point for the wizard.

The name of the entity and the filing period is filled in by the application based on the search.

To cancel the request, select the **Cancel Filing** button.

Select the **Next>** button to proceed.



Complete this page and Click Next to continue



This page contains the instructions and hyperlinks needed for adding officers.

The title of the officers, displayed in the drop down list next to the Add link, will be dependent on the type of entity.

See entity groups and associated officer titles below.

To cancel the request, select the **Cancel Filing** button. To go to the previous page, select the **<Back** button.

To add an officer (e.g. Manager), choose Manager from the dropdown list, click on the Add link, and the data entry screen as shown below.

Commercial Recordings Polline Services - Commercial Recordings lease use only the Navigation buttons below and not your browser's "Back" or "Refresh" button.) lote: Navigating away from this site while filing online may produce unexpected results upon your return.) Add/Edit Officer Director Information Enter the Director information below.	t Shopp
ease use only the Navigation buttons below and not your browser's "Back" or "Refresh" button.) the: Navigating away from this site while filing online may produce unexpected results upon your return.) Add/Edit Officer Director Information Enter the Director information below.	
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* These fields are re	equired.
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OR Country and optional Posta	i Code.
Cancel OK	

This page allows for data entry of officer information.
All data entry is forced to uppercase.
Required fields are marked with an asterisk.

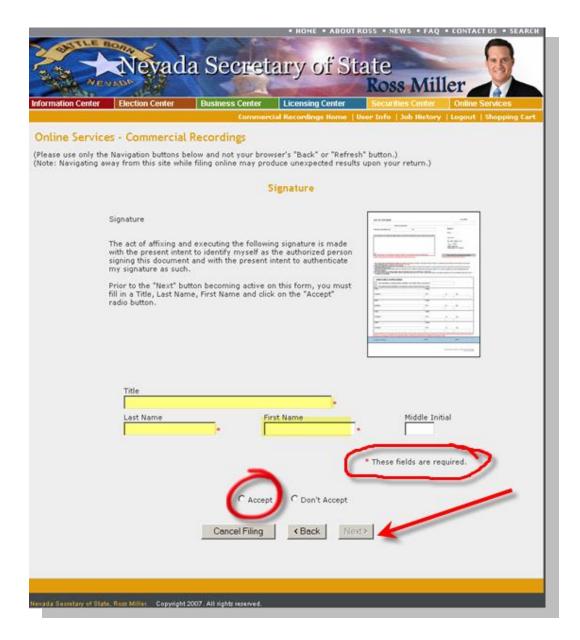
Enter the officer information and then click the \mathbf{OK} button. As officers are added, they are displayed in a list.



To delete an officer, select the **Delete** button next to the officer's name.

To edit existing officer information, select the hyperlink containing the name of the officer and the information is displayed.

Select Next



In order to submit a filing online, the submitter must provide a title, last name, first name, and accept the terms and conditions as set forth by the Nevada SOS office.

The typed title, name and the acceptance of the terms and conditions are deemed as the user's "signature".

The **Next>** button will not become available until the required information (marked with an asterisk) is provided and the **Accept** radio button is selected.

If the user selects **Don't Accept** or **Cancel Filing**, they will be taken back to the Initial List/Annual List Home page.

Otherwise, after entering their name, selecting **Accept**, and clicking the **Next>** button, the terms and conditions.



The text in the **Declaration** box is configurable and is regulated by the Nevada SOS.

The **Finish** button will not become available until the **Accept** radio button is selected.

If the user selects **Don't Accept** or **Cancel Filing**, they will be taken back to the Initial List/Annual List Home page.

In order to proceed with the filing, the web user must select the **Accept** radio button and click the **Finish** button. They will then be taken to the Verify Form page

After accepting, Select Finish.



The Verify Form page lists all data entered by the web user up to this point in the process.

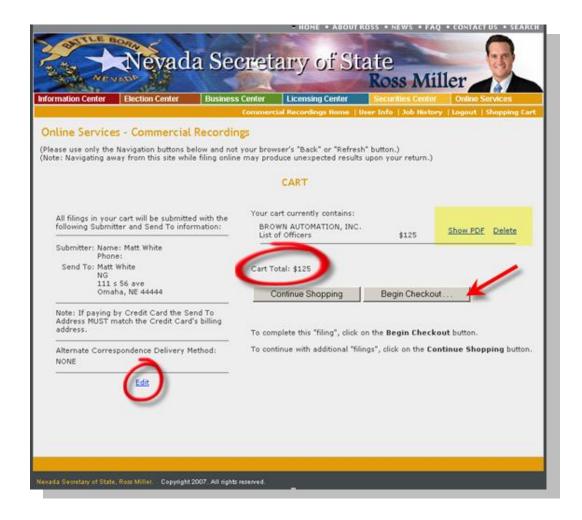
On the Verify Form page the user has the following options:

- 1. Edit officer information by selecting **Edit** button to the right of the data
- 2. Cancel the filing by selecting the **Cancel Filing** button
- 3. View softcopy of the Initial List form
- 4. Add the Initial List filing to the shopping cart by selecting the **Add to Shopping Cart** button

If errors are discovered at this point, the user can correct them by selecting the **Edit** button next to the appropriate section in the Verify Form page. This will display an HTML screen corresponding to the selected section and allow the user to change the information.

When the user is finished editing, the Finish button is selected and the Verify Form page is redisplayed.

To view the softcopy of the Initial List, select the link <u>View in PDF Form</u>, and the page is displayed in a separate browser window. Be sure to close the separate browser after viewing the Initial List.



Shopping Cart

The Shopping Cart page, shown above, lists all of the filings submitted at the given point in time, as well as the charges, submitter information, send-to information and the alternate correspondence delivery method.

This page is displayed when a filing is added to the Shopping Cart from a Verify Form page or when the **Shopping Cart** button is clicked on any page.

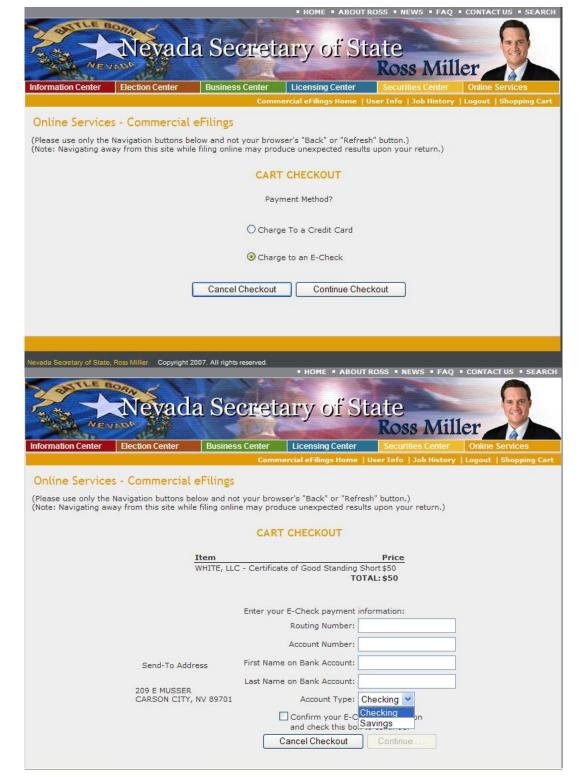
Show PDF and Delete buttons

Each filing listed on the Shopping Cart page has a **Show PDF** button and a **Delete** button to its right.

To view the filing in PDF, click the **Show PDF** button, as shown above.

The filing, which is now filled in with the data, may be reviewed, printed, or saved as a PDF file.

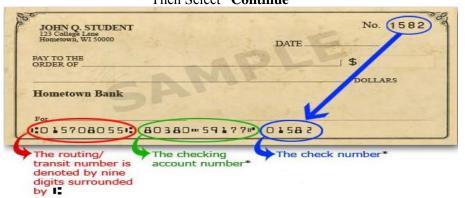
You may select Begin checkout or Continue Shopping.



If you selected the E-Check payment method

Enter your Account number, Routing number, First name, Last name, and choose the Account Type.

Then Select "Continue"





If you selected the Trust Account payment method

If the amount is correct, click the **Complete Checkout** button; if not, click the **Cancel Checkout** button to return to the Shopping Cart page. The trust account information is then verified. If the trust account is on hold a message is displayed to the user and the payment is not accepted. Otherwise, the Checkout Successful page is displayed.

If forced-review mode is off, this page displays the status of the filing submission, the job number assigned to the filing, the total payment, correspondence availability via the Job History, and any alternate delivery methods (e.g. U.S. Postal Mail, Hold for Pick Up). If forced-review mode is on, this page displays a message stating that a filing officer is required to complete the process. This page can be printed as a receipt if desired.



If you selected Charge to Credit Card.

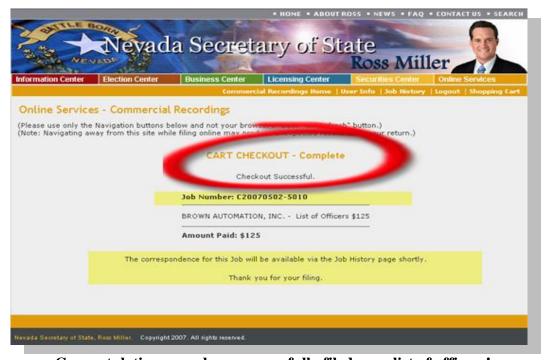
Select the radio button for the desired payment method and click the **Continue Checkout** button (or **Cancel Checkout** to return to the Shopping Cart). If trust account is selected you may optionally enter the **Name of person submitting filing**, **City of origin of filing** and/or a **Reference Number**. The optional fields are used by the Accounting application to be displayed on the customer's combined invoice. Clicking on **Continue Checkout** displays the Trust Account Payment Verification page.



If the charge amount is correct click the **Complete Checkout** button (or click the **Cancel Checkout** button to return to the Shopping Cart page).

If the credit card payment is approved, the Checkout Successful page, will shown below.

This page can be printed as a receipt if desired.



Congratulations, you have successfully filed your list of officers!



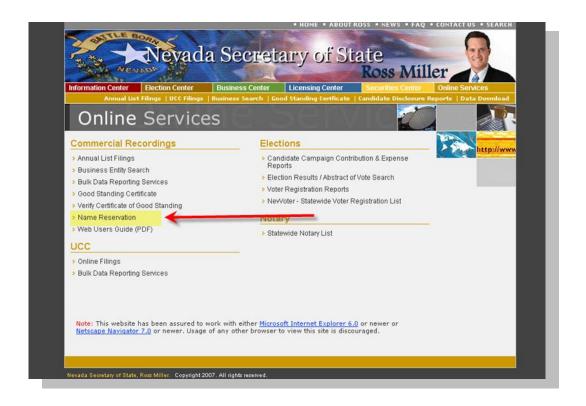
You may select to view your Job History

Name Reservation

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Select the **Online Services** link



Select Name Reservation

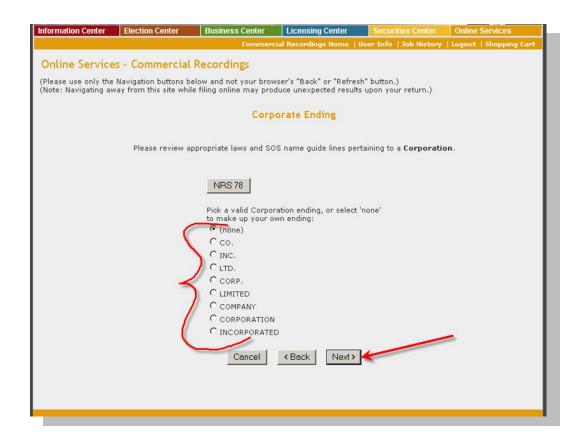
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Login, using your email address and the password you created. If you need to create an account select "Create Account"

Note: First time users must create an account.



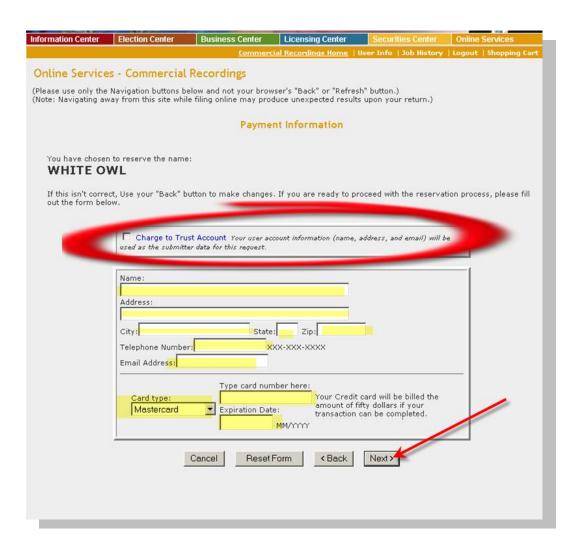
Select the type of entity for which you wish to reserve a name. Click Next



Select your corporate ending, and click Next



Fill in the name to be requested and select Next



Verify the name listed and continue to fill in payment information.

Select Next, this will take you to the final page.



You may now select any other links, such as Commercial Recordings Home link.

This will redirect you to the pages listed below.

Or you may Log Out.



Update Account Information

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From **User** page you may **update your permanent account information?** by selecting that link. Be sure to Click Update.

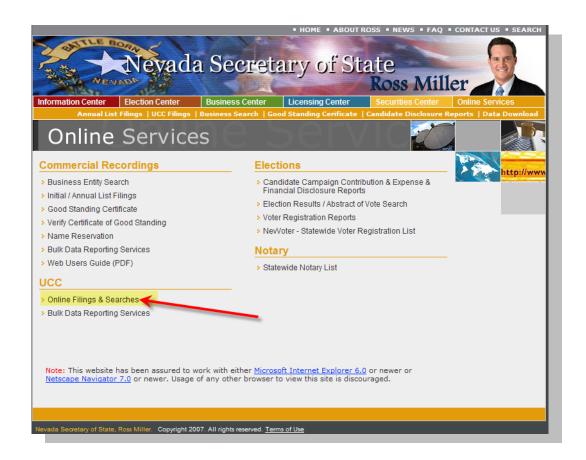
From **User** page you may select the **Commercial Recordings Home** link to return to the **File list of Officers Page.**

UCC Filings

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Select Online Services from our home page



Select Online Filings & Searches under UCC

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Nevada Secretary of State	, Ross Miller. Copyright	2007. All rights reserved.				

Login, using your email address and the password you created. If you need to create an account select "Create Account"

Note: First time users must create an account.



You may select the "fee associated service" of your choice

Verify Certificate of Good Standing

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Select Certificate of Good Standing

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evada Secretary of State	e, Ross Miller. Copyright	2007. All rights reserved.				

Login, using your email address and the password you created. If you need to create an account select "Create Account"

Note: First time users must create an account.

It is not necessary to use an account when verifying a Good Standing



You may view a **certificate of Good Standing** without creating a Login. Enter the Certificate number and or Job number (as shown below) Click **Verify**



After clicking Verify you may view the Entity's Certificate of Good Standing.